INVITATION FOR BIDS
OFFICE OF PROCUREMENT SERVICES

1. INSTRUCTIONS FOR BIDDERS

a. Sealed bids will be received in the Office of Procurement Services, Mississippi State University, for the purchase of the items listed herein.

b. All bids must be received in the Office of Procurement Services on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.

c. Bidders shall submit their bids either electronically, in Bully Buy, or in a sealed envelope. Bids CANNOT be emailed
   a. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be mailed to : 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.

d. All questions regarding this bid should be directed to the Office of Procurement Services at 662-325-2550.

2. TERMS AND CONDITIONS

a. All bids should be bid "FOB Destination"

b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here: https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf

c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum: https://www.contracts.msstate.edu/resources/standard-forms

Bid Number: MSU2026115
Opening Date: Tuesday December 1, 2026 at 2:00 p.m.
Description: Furnish Children's Educational Items

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Email Address: _____

Days the Offer is Firm: _____

Authorized Signature: _____

Name: _____

Title: _____

All items awarded to one vendor.

Terms – FOB destination.

MSU not liable for any shipping charge.

See following pages for specifications and bid pricing form.